

Strategic Initiatives – Proposal Guidance (FY 2004)

Pre-proposals comprising a concise summary of the salient aspects of each new LDRD project proposed for FY 2004 under the “Strategic Initiatives” component of LDRD should be received (preferably electronically) by initiative leaders (ILs) and Associate Laboratory Director offices (ALDs) by May 15, 2003 (or by a date specified by the relevant IL or ALD office). Submit directly to ILs and ALDs or through division offices according to your own division’s policy. The format and content of pre-proposals to this component of LDRD are flexible. Consult initiative leaders and ALD offices for any area-specific guidance in this regard. We suggest, however, that if you provide the content described below using the paragraph titles and format shown in the general proposal template, available at <http://www.anl.gov/LDRD/>, then subsequent full proposals that require this content and format will be more easily prepared. ILs and ALDs are asked to invite selected full proposals by May 30, 2003. Full proposals are due to the Office of the Director no later than **June 30, 2003**. All full proposals must be submitted electronically and be accompanied by a Proposal Cover Sheet and a Proposal Compliance Check List, also available at the LDRD website. Pre-proposals are not required to renew an ongoing project. Full proposals for renewals are also due to the Office of the Director by June 30, 2003. (Renewal proposals should take special note of paragraph number 7 below.)

Guidance from the Secretary of Energy and the Director of the DOE Office of Science (SC) requires that LDRD projects at SC labs not start work until concurrence on a project-by-project basis is received from our local DOE Area Office. The principal criterion for concurrence will be relevance to the national security mission of the Department (which includes national security, energy security, environmental security, and supporting science). It is therefore important that proposals explicitly point out their relevance to an aspect of this mission, as well as to the strategic initiative they would advance or support.

Item numbers below correspond to numbered sections on the proposal template. (Use of the template and the guidance below is optional for pre-proposals, but it is required for full proposals.)

1. Provide total project operating budget (covering all years of project activity), with a breakdown by fiscal year. Also specify how the budgets will be apportioned among regular and STA staff effort, post doctoral effort, and M&S. The normal maximum duration of an LDRD project will be three years.
2. State the technical, strategic, and/or programmatic research opportunity to which the project responds and identify the specific Laboratory strategic initiative primarily addressed by this project. The supported initiative must be one previously identified by the Programmatic Strategic Planning Council.
3. State the specific benefits to be derived from successful pursuit of the project and to whom the benefits will accrue (i.e., beneficiaries would include future customers).
4. Provide an abstract describing the nature of the work that includes the specific, ultimate R&D objectives of the project as a whole, specifying **project deliverables**

and intermediate technical milestones. Indicate what portion of the proposed work would be completed in FY 2004 and the expected results. (Future renewals will be based on accomplishments judged against the milestones indicated in this paragraph.) Include any plans to leverage external resources (e.g., partnerships, joint appointments, etc.), identifying the best-of-class external organizations with relevant activities.

5. Give a description of resources required in terms of dependencies on the availability of, for example, special equipment and facilities, particular collaborators, etc. Include identification of the key skills and new technical hires upon which the project will depend.
6. Identify specific probable future funding sources for direct follow-on to this work and for related projects as a result of this work. Give separate rough estimates of the likelihood that such funding for next year and for subsequent years will be forthcoming, with the anticipated range of future funding. Identify business milestones/checkpoints pertinent to the future funding decision(s) with sufficient specificity so that future sponsored work can be traced to projections made here.

For renewal proposals (Full proposals only):

7. Renewal decisions will be based on progress to date. Prior-year proposals will be appended by the Director's office to your renewal request. Do not repeat the same background information at length in the renewal request. Rather, emphasize accomplishments to date with specific reference to those milestones forecast in the original proposal. Include also a discussion of future plans and milestones in the context of results to date.